

Report to Director of Neighbourhoods

10 November 2017

Subject:	Award of Contract for Calibration of Electrical Testing Equipment
Lead Officer:	Matthew Cotter & Paul Crump

1.0 Summary Statement

- 1.1 There has been a requirement for the provision of Calibration of Electrical Testing Equipment.
- 1.2 In order to comply with the Council's Procurement and Contract Procedure Rules and in accordance with the Public Contracts Regulations 2015, a new quotation exercise has been undertaken for the provision of a new 3 year agreement.
- 1.3 A procurement process in the form of a quotation exercise has been undertaken. The Council's requirements were advertised via In-Tend and companies were invited to submit a quotation for the provision of Calibration of Electrical Testing Equipment.
- There were 3 suppliers who submitted a quotation.
1. Quasatronics Ltd
 2. Caltech Service Co. Ltd
 3. Keysight Technologies Ltd
- 1.4 Based on the evaluation of price Quasatronics are the most economically advantageous provider.
- 1.5 The contract will be for a 3 year period starting from 01 December 2017 to 30 November 2020.
- 1.6 Based on previous expenditure the estimated annual spend will be £1346.50 per annum.

2. Recommendations

- 2.1 That the Director of Neighbourhoods award the contract for the provision of Calibration of Electrical Testing Equipment to Quasatronics Ltd for a 3 year period from 01 December 2017 to 30 November 2020 at a total estimated cost of £1346.50 per annum.

In accordance with the Council's Procurement and Contract Procedure Rules, I intend to take the action(s) recommended above.

Sign:



Print Name:

ALISON KNIGHT

Director of Neighbourhoods

Date: 13-11-2017

I do/~~do not~~^{not} have an interest to declare in this matter

AK.

Contact Officers:

Matthew Cotter
Category Manager

Paul Crump
Neighbourhood Electrical Officer

Carole Le Roux
e-Sourcing & Procurement Officer

3. Strategic Resource Implications

- 3.1 To carry out calibration of various electrical test instruments to meet UKAS accreditation. If this service was not offered the outcome would cause an increase in the likelihood of inaccurate measurement of electrical test results which could compromise safety.

4. Legal and Statutory Implications

- 4.1 The Council has to comply with the Public Contracts Regulations 2015 and the Council's own Procurement and Contract Procedure Rules 2016/17 and confirms that this tender exercise has been conducted in accordance with the required procedures.

5. Contribution towards Vision 2030 (see attached file)

- 5.1 Please insert details of how this report contributes to one or more of the Council's 10 key ambitions for Vision 2030.

Ambition 8 – We work closely with partners to provide better homes where families will choose to move into and stay in Sandwell.

6 Background Details

- 6.1 There is a requirement for our continuing NICEIC membership to demonstrate a robust method of ensuring electrical measuring equipment is fit for purpose and readings obtained for recording on various electrical certificates is accurate. Our method is to engage a specialist contractor to provide this service annually alongside our own "in house" accuracy checks.

